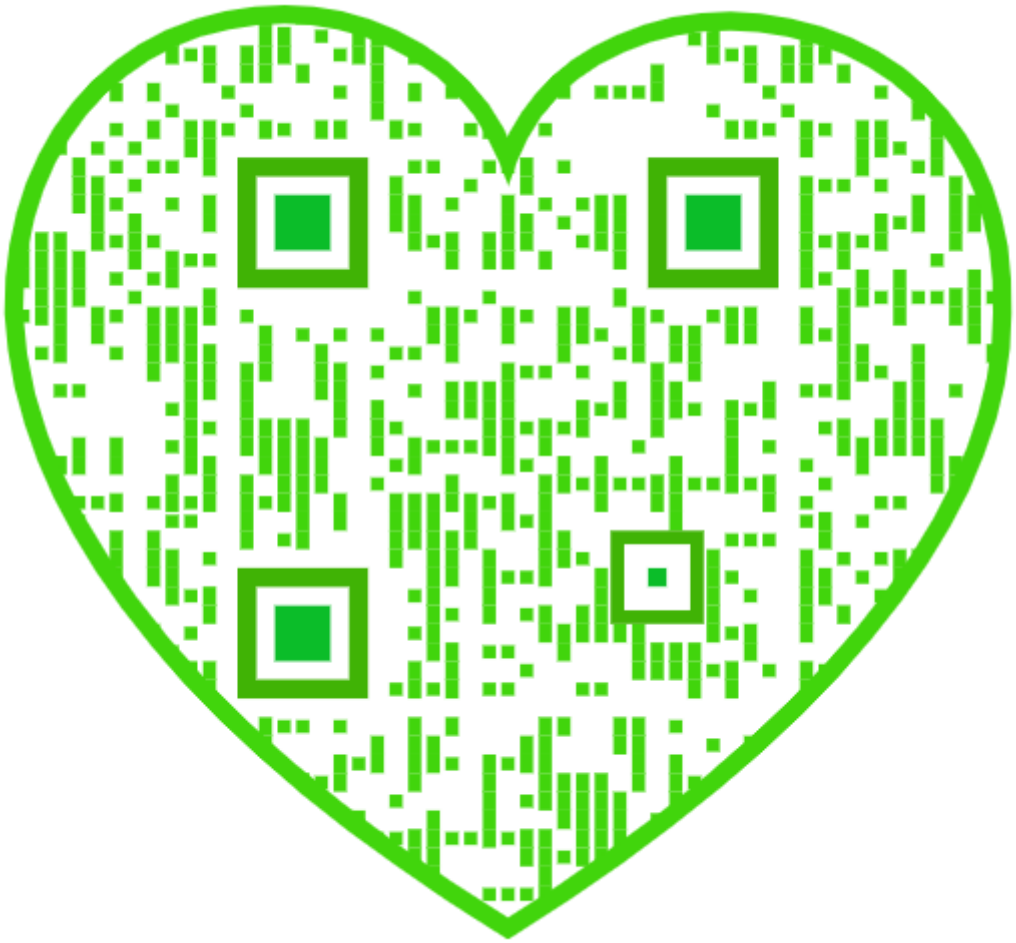
Z 56
.K18
1922



THE LIBRARY OF CONGRESS

KARAM'S
SHORTHAND

By

A. KARAM

Four Easy Lessons. Everything in the Language is Written in Familiar Longhand Characters, Briefly and Legibly

---

NEW AND REVISED EDITION.

COPYRIGHT 1922

Karam's Publishing Company

209 South Harvey

Oklahoma City, Okla.

Z 56
.K18
1922

JAN -9 1922 © CI A 652780

no 1

PREFACE.

The system presented herein is designed for the following purposes:

1. To increase shorthand speed.

2. To supply a method of Shorthand which employs the Longhand characters, but, by using contracted combinations, the out line works more efficiently.

A. KARAM, PROBABLY THE WORLD'S GREATEST SHORTHAND AUTHORITY.

Three years of hard mental work, analyzing words in the dictionary to perfect a practical method of abbreviations to simplify the old complicated Shorthand Systems. And to give people in every walk of life the full chance to write and read Shorthand easily and correctly.

It is not only a system of "Practical Abbreviations" but a real Shorthand written in Longhand-Characters, to eliminate the long and difficult practice necessary to master other systems. And the theory of writing the outline of words, is controlled under specified rules to make Karam's Shorthand—Practical and Simple.

SPEED UNLIMITED: Average people with common school education can write 50 words per minute in longhand (every word in full). NOW, in writing 50 words per minute longhand, you will be able to more than treble your longhand in writing Karam's Shorthand.

KARAM'S SHORTHAND: Can also be written on any typewriter. Many stenographers can write more than 100 words per minute on a typewriter. (Every word in full.) After you master our system, you'll be able to take dictation on a typewriter at extraordinary speed—But remember, all you need is 100 words per minute speed to hold a well paying stenographic position.

KARAM'S WRITERS can always demand the highest salary—because they acquired the most modern Shorthand System.

A TALK WITH THE BEGINNER.

The student should not spend time looking ahead of the present lesson. Do not borrow trouble and you will naturally have less. Be satisfied to cross the river when you get to it. The harder thing will be easy, if you take the easy thing until you reach the harder one. In all your study and practice on the principles think out the spelling of the word or phrase but always write the outline. You are only half studying if you write without thinking or think without writing. You must do both.

Your future success depends to a very large extent on the way you do your work now. In order that your progress may be sure and rapid, master each lesson before you proceed with next.

After completing the principles and taking up the dictation work, you should continue to go over the principles in this book. Do this systematically. Begin with the first lesson and write and study everything over. You can easily go over one lesson a day besides your other work. And you will be rewarded by a greatly increased speed and accuracy. If you have these three qualifications the very best positions await you.

DON'T GET DISCOURAGED.—The complete mastery of Shorthand and Typewriting is worthy of your best efforts, and if you devote yourself earnestly to that work there can be no such thing as failure.

GENERAL INSTRUCTIONS.

1st. You should read these instructions not less than three times.

2nd. In studying the first four lessons you should understand each rule thoroughly, viz.: In what position the vowel is omitted? Whether single or double vowels? One dot or two dots? In the first part of a word or last part?

3rd. Be sure and notice the comma (,) colon (:) semicolon (;), also the small dash (-), long dash (—) or cross dash (|), etc.

4th. Do not try to learn more examples than are given in this book.

5th. The shorthand rules in the text book are very simple, and very important. Therefore it is necessary for a student to follow each rule very closely.

6th. Anything you cannot understand, you should ask your teacher about it.

7th. Use the muscular movement if you can. Have your pencil well sharpened, make your letter small as you can—this is conducive to higher speed.

8th. To become a proficient stenographer it is necessary to possess a complete mastery of the principles of the system. The student is, therefore, urged to become thoroughly familiar with each lesson before proceeding to the following one.

9th. Accuracy and neatness of writing should be the sole aim of the student.

Notice: The students should practice the system only with a pencil, until they pass the 100 words test.

LESSON I.

CONSONANTS: b c d f g h j k l m n p q r s t v w x z

VOWELS: a e i o u y 'w'

Pronounce the above phonetically.

KARAM'S SHORTHAND IS WRITTEN BY SOUND, viz.: ks is written x; th is written z; ge-gi (gey) is written j,—G (gay) as in give, is written g, and the c, as in (cat) is written k, And the sound of (ph) as in PHASE, is written (f). (th) as in BOTH, represented by (') apostrophe—

OMISSION OF VOWELS

1. If the SINGLE vowel comes FIRST or SECOND or BEFORE the last character in the word, it is omitted. DOUBLE VOWELS are written in one according to the sound,—double consonants are written in one anywhere in the word. (SILENT characters not written or counted.) Viz.: Books, Cat, Box, Germ, Knife, Bought,

box kt bx jrm nf bot

Made, Give, Thought, Saw, Sew, Day, They, Buy,

md gv 'ot sw so da 'a bi

Call, High.

kl h

2. RE RA RI RO RU, if occur first char-

acter in a word, represented by . (dot).

Viz.: Re-duce, Rent, Raise, Receipt, Ripe,

.ds .nt .az .set .p

Risk, Round, Rule.

.sk .on .l

3. IOUS OUS, if occur last characters in a word, represented by .. (two dots). Viz.: Famous,

fm..

Serious.

sr..

4. CON COM CON CUM COGN, if occur first character in a word, represented by Capital letter C.

Viz.: Confess, Cognomen, Commit, Combat,

Cfes Comn Ct Cbt

Cumber,

Cbr

Or if same occurred in other part of a word, represented by ; (semicolon).

Viz.: Reconcile, Recommend.

.;sl .;en

5. MAGNI MAGNE MAGNAN, represented by capital letter M

Viz.: Magnify, Magnitude, Magnanimous.

Mfy Mtd M..

6. SELF CIRCU—M, represented by small letter s

Viz.: Self-esteem, Circulate, Circumstance.

sstem slt ssta

7. TRANS, represented by small letters tr
Viz.: Transfer, Transmit, Trance, Translate.

trfr trmt trs trlt

8. INTER ENTER, represented by capital letter N Viz.: Entertain, Interpose, Intern,

Nta Npo Nn

9. UNDER, represented by small letter u
Viz.: Understand, Underproof, Underneath.

usta upro une

10. MIS, represented by small letter m
Viz.: Misrule, Missend, Misspell.

mrl msn mspl

Exercise

rack racy rain raft raid read red rapid ray recent recess refer regret relief relay renew rowen rove row ruff ruck rufous ruddy rum run rump rid ringer ripe consult consume compute comment conflict convenient recognize self-control self-made harmonious miscellaneous circle transom transport transpose, transpire transmit interest intact intercross interdict entertain enterprise enter underrate understate undertake undersign undershot underwrite undersell undergo underdo underbid miscall misbelieve misdate misdo miser misgive mislay misplace mistake misuse mace gin gain same know case may pay ruck rule ruin eider bell hall mail sail.

LESSON 2.

11. BRA BRI BRO BRU, represented by capital letter B Viz.: Break Brave Bride Brook

Bek Bv Bd Bok

12. CRA CRE CRI CRO CRU CRY, represented by capital letter K Viz.: Craft Credit

Kft Kdt

Crime Crop Cruel Cry.
Km Kp Kel K

13. DRA DRE DRI DRU DRY, represented by capital letter D Viz.: Drain Dread

Dan Ded

Drill Drunk Dry.
Dl Dnk D

14. FRA FRE FRI FRO FRU FRY, represented by capital letter F Viz.: Free Frill Front

Fe Fl Fn

Frugal Fry.
Fgl F

15. GRA GRE GRI GRU, represented by capital letter G Viz.: Gray Grim Grasp Grope

Ga Gm Gsp Gp

16. PRA PRE PRO PRU PRY, represented by capital letter P Viz.: Pray Predict Price

Pa Pdi P

Promote Prude
Pmo Pd

17. TRA TRE TRI TRO TRU TRY, represented by capital letter T Viz.: Trade Trend

Td Tn

Tripe Troop Trust Try.

Tp Top Ts T

18. INGLY ING, represented by / (cross dash). Viz.: Doing Writing Making

d/ .t/ mk/

Warning.

wrn/

19. ED, is omitted when ending of VERB. Viz.: Trained Mailed Covered.

Tan mal kvr

20. TION SSION CIENT, and all combination characters having sound of (SHUN), with or without the preceding vowel, represented by — (long dash). Viz.: Repetition Addition Ignition

.pet— de— gn—

Omission.

m—

21. Notice; in writing same in longhand, connect the dash to the preceding character.

22. FUL, represented by small letter f LESS, by 1; MENT, by m NESS, by n

Viz.: Thoughtful Artless Amusement Lateness.

'otf rtl muzm ltn

23. SH CH CIA CIE SU SSU, and all combination characters having sound of (SH) represented by - (small dash). Viz.: Cheap Official

-ep fe-

Ship Change.

-p -nj

24. NOTICE; in writing same in longhand, connect the dash to the preceding character.

25. SUPER STR SP, with or without a SUCCEEDING vowel, represented by capital letter S Viz.: Supernatural Strong Special

Snat- Sn S-l

26. OVER, represented by capital letter O Viz.: Overrate overcharge oversight.

Ort O-rj Osi

27. EXTRA, represented by capital letter X Viz.: Extract.

Xk

28. ASS, with a SUCCEEDING vowel, represented by small letter a Viz.: Associate

a-t

Assisting Assist.

ast/ ast

29. BILITY ABLE BLE, represented by small letter b PLE, by small letter p Viz.: Notable Audible Noble Ability Feasibility.

ntb adb nb ab fesb

30. QU, with a SUCCEEDING vowel, represented by capital letter Q Viz.: Quality Quick

Qlt Qk

Exercise.

brake brand brash brass breech brevity bright brown gram grant crash creation creep croak crowd crush drown drove dross dream drying drub fray friend fresh from frost grip graze grate grow grind grub press prevent prime print

probable produce profuse proper prove traffic trance travel treble trial trouble trow truth rowing singing walked mission commission comfortable careful dreadful glorious happiness superb supervision iceless importance equipment possession dubious overruling overreach contest continuance common extravagance extra exact excite exceed qualify quack queer quip quit assume assort assignor assign payable readable nobility legibility affability.

LESSON 3.

31. FOR FORE FUR, represented by small letter f Viz.: Forgive Foresight Furnish

fgv fsi fne-

32. SUB, represented by small letter s Viz.: Subdue Submit Substance.

sdu smt ssta

33. AGGRA-E-I, represented by small letter a

Viz.: Aggravate Aggregate.

avt agt

34. ANTA-E-I, represented by small letter n

Viz.: Antagonist Antipathy.

ngons npa'

35. POST PARA, represented by small letter p

Viz.: Parasite Parallel Postman Postal.

pst pll pmn pl

36. WORTH WORTHY, represented by small letter w Viz.: Ainsworth Praiseworthy

anw Pzw

37. IFICATION, represented by small letter f

Viz.: Specification Edification Ratification.

Ssf def .tf

38. MENTAL MENTALITY, represented by small letter m Viz.: Experimental Fundamental.

xprm fndm

39. SHIP, if occurs last part of a word, represented by - (small dash). Viz.: Ownership

ner-

Partnership Hardship.

prt- hrd-

40. WARD, represented by small letter w Viz.: Homeward Afterward Toward.

hmw ftrw tw

41. ACLE ICAL ICLE, represented by small letter k Viz.: Tentacle Medical Classical

tntk mdk klask

42. ULATE, represented by small letter u Viz.: Modulate Insulation Insulate Insulator.

mdu nsu-- nsu nsur

43. HOOD, represented by small letter h Viz.: Brotherhood Childhood.

Bzh -ilh

44. RITY LITY CITY VITY NITY MITY, represented by small letters r l s v n m Viz.: Majority Affinity Nativity Brutality

mjr fin ntev Btal

Calamity Felicity Pomposity.

klam fles pmps

45. STIC, represented by small letter s Viz.: Domestic Artistic Atheistic.

dmes rtes ’es

46. TIC TICAL, represented by small letter t

Viz.: Politic Grammatical Systematic.

plit Gmat stemt

47. DE DA DI DU DO, if occurs first character in a word, represented by , (comma). Viz.: Decide Degree Damage Damp Dine Dilate Duty

,sd ,Ge ,maj ,mp ,n ,lt ,ty

Duplex Donate.

,plx ,nt

48. DIS, represented by small letter d Viz.: Disposal Display Displace.

dpos dpla dpls

49. INT INV, with preceding vowel, represented by small letter i Viz.: Investment

ism

Inviting Invention

it/ in--

50. ANTONYM WORDS begin with IN IR IM UN, represented with capital letter I Viz.: Unable Inexperienced Unarmed.

Ib Ixpern Iarm

Exercise.

fortune forsake foreground forerunner furlong forenoon furnace furtive furniture forehead foreordain subside subsequent sublease suburb subsist subacid aggrieve aggregation agriculture aggression antidote anticipate antecedent antediluvian antithesis declamation declined reclined inclined inclination inclusion paragraph paradise paragon parapet postage circular circumference

circumstance blameworthy noteworthy clerkship township kinship womanhood manhood motherhood neighborhood statehood onward upward northward southward eastward awkward reward article clerical physical musical icicle radical magical nautical stimulate stipulate stipulation cumulation manipulate manipulation populated articulate articulation adulation expostulate regulate matriculate perambulate speculate singularity solidarity hilarity regularity familiarity sincerity temerity priority minority authority futurity security alactrity integrity reality nationality rascality criminality technicality vitality mentality morality fidelity docility facility futility incredulity capacity mendacity veracity complicity publicity vicinity divinity humanity extremity majestic automatic critical despotic romantic dabble daisy date decant declaim decorous default demand dictation dirk dissembler discount plain flabby glory invoice invoke invade integrant.

LESSON 4.

51. Some words occur so frequently that it is desirable to represent them in the briefest way possible. Each alphabetic character can be employed to stand for one or more words of which it happens to be a prominent sound. These are designated from one third to one half of the words found in any article of speech. They must be thoroughly committed to memory, until they can be written with a degree of speed.

Word Signs

a An
A America
b But Been
c See Seen
d Had
e Us
f For
g Go Good God
h Him How
i I am
j Just Judge
k Can Come
l Will Well Letter
m Me More Most Much
n Not Now
p Put Party Particular

x As
r Are
s So Such
t To
u You
v Of Have Very
w Which What Would
y Your-s Yes
th Think Thank
ho Who Whose
ng Thing Long
sh Shall Sure
& And
z The

Phrasing

52. By "phrasing" is meant the writing of two or more words together by which means speed is gained. Only such words should be joined which seem to have a natural connection when speaking them.

The examples which are given below are not to be memorized, they should be copied—not less then three lines of each written.

vu Have you
tu To you
nou Know you
uv You have
du Had you

ul You will
ur You are
ful If you will
fulb If you will be
ilb I will be
ild I will do
iv I have
ivy I have your
dn Do not
ukt You cannot
ithur I think you are
ivb I have been
ulb You will be
duno Do you know
duth Do you think
hdud How do you do
ish I am sure
uvb Have you been
tb To be
tbrntb To be or not to be
tno To know
ilb I will be
uvb You have been
hk He can
ishulb I am sure you will be
ith I think
hs He is

53. Initial-letter phrasing, in which the first letter of each word forms a combination that represents the phrase:

brm By return mail
dm Dear madam
ds Dear Sir
fe For example
eh Enclose herewith
ehpf Enclosed herewith please find
fy Faithfully yours
ieh I enclose herewith
ilo In lieu of
lpo Latter part of
mdm My Dear Madam
mds My Dear Sir
oc Of course
pfeh Please find enclosed herewith
ry Respectfully yours
sy Sincerely yours
ty Truly yours
udo Under date of
usc Under separate cover
vcy Very cordially yours
ywfeh You will find enclosed herewith
afa As far as
bts Beg to say
yl Your letter
US United States

fob Freight on board
cod Collect on delivery
asa As soon as
asap As soon as possible

54. The following are the Standard Commercial Abbreviations; it is submitted to be used in taking dictation. Such abbreviation should begin only with a small letter anywhere in a sentence.

Highest grade	al
Advertise	ad
Agent	agt
Amount	amt
Anonymous	anon
Answer	ans
Avenue	av
Balance	bal
Barrel	bbl
Bundle	bdl
Boards	bds
Bill of Lading	b/l
Building	bldg
Buyer's Option	b.o.
Bushel	bush
Chapter	chap
Cost, insurance, freight	c.i.f.
Hundredweight	cwt
Company	co
Care of	c/o

Creditor	cr.
Department	dept
Ditto, the same	"
Debtor	dr
Each	ea
Quarter	qr.
Railroad	rr
Square	sq
Every other day	e.o.d
Errors and ommissions excepted	e&oe.
And so forth	etc
Exchange	ex.
Express	exp
Freight	fgt
Foot, feet	ft.
Gallon	gal
Hour	hr.
Horse-power	h.p
Inch	in.
Insurance	ins
Interest	int
Pound	lb.
Less than carload	lcl.
Memorandum	mem
Manufacturing	mfg
Manufacturer	mfr
Manager	mgr
Minute	min

Number	no.
All right	ok
Ounce	oz.
Peck	pk
Package	pkg
Pint	pt
Quart	qt
Railway	rw
Street	st
Volume	vol
Beforenoon	am
Year	yr
Afternoon	pm
Yard	yd
Till forbidden	t.f

Notice: The authorized for O. K. are: O. K.'d —O. K.|—O. K.'s. The correct possessive form of Co. is Co.'s. The plural of B. L. is written Bs. L., also B. Ls., but the former method seems to be the more logical. The plural of most abbreviations is formed by simply adding s; as, hrs., sts., mfrs. etc. It will be noted that the tendency is to drop the apostrophe in abbreviations like Bldg., Mfg., etc.

55. SPECIAL ABBREVIATIONS. Write not less than three lines of each of following:

Able	ab
Afternoon	afno
Afterthought	af'o
Altogether	ltg

Acknowledge	kno
Average	vej
Here	he
Hereto	het
Hopelessness	hpln
Many	me
Immodest	Ides
Different	def
Further	fu
Reply	.p
Union, united	U
Our	R
After	af
Aftermath	afma
Together	tg
Although	l'o
Acquaintance	kuan
Between	btw
Hereafter	heaf
Notwithstanding	nwsta
Money	mo
Modest	mds
Indifferent	Iden
Indefinite	Ideff
Immediately	med
Received	.s
Oblige	ob
Enthusiastic	ec

Both	b'
Physical	fzk
Correspondence.	cd

56. The stenographer will be able to make special abbreviations for words, names, terms or phrases frequently occurring in his own work.

For example, the law stenographer would adopt small letter p. for "plaintiff," d for "defendant," w for "witness," ws yn for "what is your name?' wdu .z for "where do you reside?" h ng vu lv zr "how long have you lived there?"

57. The words "of the" are omitted when they occur in a sentence—that is, when they occur between other words. The omission is indicated by writing the SUCCEEDING word CLOSE to the word PRECEDING "of the."

Example

Your letter of the 8th.

yl 8

End of the season.

nd sezn

58. When "of the" are the FIRST words in a sentence, they are written, viz.: Of the many

vz me

places I saw I prefer Oklahoma City.

pla i sw i Pf O C

Punctuation.

59. All the ordinary punctuation marks may be employed in writing shorthand.

Viv.: Yourrecent letter received. In the reply

y .sn l .s. n z .p

60. Use all the abbreviations for days of the week and months of the year. Names of every state in the United States.

Write not less than one HALF of names, towns or cities, persons or articles.

General Exercise.

61. The following sentences are commercial terms that will occur often in your correspondence.

You may draw on us for the balance on receipt of this.

Enclosed you will find invoice.

Get his acceptance and return to us.

In which case your name will appear on the credit reports of the commercial agencies.

After these deeds have been acknowledged, please see that they are recorded.

We shall begin suit for foreclosure immediately.

Ten reams, one-hundred-pound, 25x38, coated book.

Please examine correspondence next attached.

We shall be obliged to countermand the order.

The abstract shows judgment against him.

You appreciate the advantage of maintaining your rating.

Please make voucher for this difference.

The price is $1.25 per lineal foot.

We shall be glad to submit a report showing a list of the collaterals that we hold as security.

It is important that this tracer does not become side-tracked.

The abstract has just come to hand.

Please inform your clients that this is our best proposition.

Your note is protested for nonpayment.

Enclosed you will find account sales for two cars of apples, net proceeds, $1560.

We enclosed bill of lading with draft attached.

Please send proxy by wire immediately.

F. o. b. cars your track.

We shall send cuts, including half tones, electros, and zincs by express.

Defendants have given us a chattel mortgage for $1000.

In future please give gross, tare, and net weight.

Six-ply Bristol cardboard.

These statements show the gross receipts.

The cartage charges amount to $15.75.

We shall begin taking deposition to-morrow.

Rush these goods to us with all possible dispatch

We notice in Dun's Notification Sheet that this firm has failed.

THE ENTIRE KARAM'S SHORTHAND SYSTEM —IT CAN BE WRITTEN ON TWO PAGES

"Two, Three, Four, Five, Six, Seven, Eight and Nine Characters Are Written in One."

If the vowel comes First or Second or Before the last characters is Omitted.

RE RA RI RO RU, represented by . (dot)

IOUS OUS, represented by .. (two dots)

CON COM CUN CUM COGN, represented by capital C or ; (semicolon)

MEGNI MAGNE MAGNAN, represented by capital M.

CRA CRE CRI CRO CRU CRY, represented by capital K.

DRA DRE DRI DRO DRY, represented by capital D.

FRA FRE FRI FRO FRU FRY, represented by capital F.

GRA GRE GRI GRU, represented by capital G.

PRA PRE PRI PRO PRU PRY, represented by capital P.

TRA TRE TRI TRO TRU TRY, represented by capital T.

INGLY ING, represented by | (cross dash).

TION SSION CIENT sound (SHUN), represented by — (long dash).

FULL, represented by small f.

LESS, represented by small l.

MENT, represented by small m.

NESS, represented by small n.

SOUND of (SH), represented by - (small dash).

SUPER STR SP, represented by capital S.

OVER, represented by capital O.

EXTRA, represented by capital X.

ASS, represented by small a.

BILITY ABLE BLE, represented by small b.

PLE, represented by small p.

QU, with a succeeding vowel, represented by capital Q.
FOR FOR E FUR, represented by small f.
SUB, represented by small s.
AGGRA-E-I, represented by small a.
ANTA-E-I, represented by small n.
POST PARA, represented by small p.
WORTH WORTHY, represented by small w.
IFICATION, represented by small f.
MENTAL MENTALITY, represented by small m.
SHIP, in last part of a word, represented by - (small dash).
WARD, represented by small w.
ICLE ICAL ICLE, represented by small k.
ULATE, represented by small u.
HOOD, represented by small h.
RITY LITY CITY VITY NITY MITY, represented by small r, l, s, v, n, m.
STIC, represented by small s.
DE DA DI DU DO, represented by , (comma).
DIS, represented by small d.
INT INV, represented by small i.
ANTONYM' words begin with IN IR IM UN, represented by capital I.
INTER ENTER, represented by capital N.
BRA BRI BRO BRU, represented by capital B.
UNDER, represented by small u.
MIS, represented by small m.

THE WORD SIGNS SHOULD BE RECITED DAILY

P D 174.

DOBBS BROS.
LIBRARY BINDING
ST. AUGUSTINE
FLA.
32084

LIBRARY OF CONGRESS
0 021 062 012 6